



LAKE HAVASU CITY

HUMAN RESOURCES/RISK MANAGEMENT

CAREER OPPORTUNITY

Job Title: ANIMAL CONTROL OFFICER
Department/Division: Police Department
Salary Range: \$16.15 - \$22.62/Hourly, DOQ. New employees will normally be hired at the first step.
Recruitment Type: Open Competitive; Two (2) Vacancies
Position Information: Classified Position with benefits; FLSA Non-Exempt
Recruitment Number: OC12-22
Posted: Tuesday, March 20, 2012
Filing Deadline: Tuesday, April 3, 2012; 5:00 PM

EDUCATION AND EXPERIENCE:

High School Diploma or General Education Development (G.E.D.) and six (6) months experience in animal control, law enforcement, veterinary office or animal shelter; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed below.

JOB RELATED & ESSENTIAL QUALIFICATIONS:

Knowledge of: departmental rules and regulations and applicable Federal, State and Local laws and ordinances relating to the control, protection, licensing, impounding and disposal of animals; animal breeds and identifying characteristics; animal control principles, methods, techniques, and practices; equipment used in animal control; safe and effective techniques for taking custody of and handling animals.

Skill in: capturing, controlling, containing, and transporting sick, injured and rabid animals; patrolling neighborhoods and identifying animal code violations; identifying animal breeds; determining methods to control animals and safeguard the public; issuing notices and orders; preparing reports and documentation of activities and cases; utilizing public relation techniques in responding to inquiries and complaints; communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Physical Ability To: climb, balance, stoop, kneel, crouch, crawl, reach, stand, walk, push, pull, lift, finger, grasp, feel, talk, hear, see and perform repetitive motions; may be subject to workspace restrictions, intense noises, travel and deadly weapons; very heavy work: exerting up to 165 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Visual Ability: sufficient to operate vehicles by day and night; to read and write correspondence, reports, etc.

Hearing Ability: sufficient to hold conversation with others in person, by telephone and by 2-way radio.

Speaking Ability: sufficient to communicate effectively with others in person and by telephone. Freedom from mental disorders that would interfere with the performance of duties as described.

NOTE: IT IS THE RESPONSIBILITY OF AN APPLICANT WITH A DISABILITY REQUIRING ACCOMMODATION IN THE SELECTION PROCESS TO CONTACT HUMAN RESOURCES/RISK MANAGEMENT TO REQUEST SUCH AN ACCOMMODATION PRIOR TO THE CLOSING DATE OF THIS RECRUITMENT

ESSENTIAL DUTIES:

Patrols the City and responds to citizen calls for service; captures, contains and impounds animals at-large, including sick, injured and vicious animals; relocated wild animals; investigates animal bite reports; collects and prepares specimens for laboratory analysis; investigates nuisance, animal cruelty, and neglect complaints; interviews witnesses; notifies owners and involved parties of animal violations and corrective actions; writes reports, issues citations, and prepares court documents and testifies in court; investigates request for service for animals running at-large, barking and nuisance issues; seizes animals as allowed by Arizona Statutes; transports animals to shelter; picks up and disposes of dead animals; issues cat traps; writes correspondence and reports; processes reports, forms, licenses, fees and files; assists in finding lost pets and reunites them with their owners; assists owners with animal recovery; provides staff support to the Humane Society as required; provides information to the public; responds to questions regarding animal and rabies control issues; assists with vaccination and license clinics; maintains regular attendance; and, performs other duties of similar nature or level.

SPECIAL REQUIREMENTS:

Possession of or the ability to obtain a valid Arizona Driver's License of appropriate class. National Incident Management Systems (NIMS) training, based on assignment. Ability to pass a background examination. National Animal Control Association (NACA) Level II Academy, based on availability of training.

EXAMINATION:

The City Reserves the right to consider only the most highly qualified applicants for the succeeding examination processes: Training and Experience Evaluation, Oral Board Interview, Personnel Evaluation Profile (PEP), Fingerprint Identification, Employment Eligibility Verification (EEV) requirements, Polygraph Examination Extensive Background Investigation, Drug Screen and Physical Examination. Appointment subject to City paid post-employment medical examination after offer of employment has been made.

APPLY TO:

Obtain and submit a completed City application to:

LAKE HAVASU CITY HUMAN RESOURCES/RISK MANAGEMENT DIVISION

2330 MCCULLOCH BLVD N; LAKE HAVASU CITY, AZ 86403; PHONE (928) 453-4143; TDD (928) 855-3945

COMPLIANCE WITH AMERICANS WITH DISABILITIES ACT (ADA); WITH PRIOR NOTICE TO THE HUMAN RESOURCES/RISK MANAGEMENT DIVISION REGARDING TESTING OR JOB PERFORMANCE MODIFICATIONS. THE CITY WILL MAKE EVERY ATTEMPT TO OFFER REASONABLE ACCOMMODATIONS FOR QUALIFIED APPLICANTS AND EMPLOYEES WITH DISABILITIES.

Lake Havasu City Employment Website: www.lhcaz.gov



LAKE HAVASU CITY INFORMATION FOR APPLICANTS

EQUAL EMPLOYMENT OPPORTUNITY:

All applicants will be considered for employment without regard to race, color, religion, sex, national origin, age, disability or any other non-merit factor. Employment shall be based upon merit and ability and free of unlawful and political considerations.

HOW TO APPLY:

Follow instructions on job bulletin and application. Applications must be submitted or postmarked before the closing date specified on the job bulletin.

MEDICAL EXAMINATIONS:

The City Physician, through medical examinations, may determine the physical fitness of individuals selected for employment.

VACANCIES:

Classified positions may be filled from an established eligibility list. Unclassified positions do not require posting.

PROBATION:

Each employee selected for a classified full-time authorized position must satisfactorily serve an established probationary period.

PERFORMANCE INCREASES:

Classified and Executive Employees are eligible for consideration for increases in accordance with OPP 3.10

RESIDENCY REQUIREMENTS:

All employees of Lake Havasu City must establish and maintain residence within a reasonable radius of the workplace.

EMPLOYMENT ELIGIBILITY VERIFICATION:

Lake Havasu City will require documentation of the legal right to work in the United States as required by the Immigration Reform and Control Act upon hire. Lake Havasu City is a participant of the Employment Eligibility Verification (EEV) program.

STARTING SALARY:

New employees will normally be hired at the first step of their salary range.

LAKE HAVASU CITY BENEFIT PROGRAM

The Lake Havasu City Benefit Program includes the following:

- Annual Paid Time Off (PTO)
- 10 Paid Holidays Annually
- Employee Health and Dental Insurance
- Life Insurance
- Accidental Death & Dismemberment Insurance
- Optional Vision Insurance
- Optional Supplemental Group Universal Life Insurance
- Optional Cancer & Hospital Intensive Care Insurance
- Wellness Program
- Retirement Benefits
- Optional Deferred Compensation Program
- Social Security Benefits
- Service Awards

MISSION STATEMENT

Our mission is to serve the citizens of Lake Havasu City, to improve the quality of life for all, and to promote community spirit and pride.

We believe in:

LOYALTY: To our community, to the organization, and to each other

COURTESY: In providing high quality services for all

INNOVATION: In planning for a progressive community

RESPONSIBILITY: To provide a safe and pleasant environment

LEADERSHIP: Which is responsive to staff and community needs

SUPPORT: An environment that encourages economic opportunities

EFFICIENT: In maintaining and improving City services

STEWARDSHIP: In managing our natural resources

INTEGRITY: In preserving financial stability

ACCOUNTABILITY: By promoting individual responsibility and community involvement

To be a member of our team you will need to support these core values by demonstrating them in your daily interactions with citizens and your teammates

<i>Information contained herein is subject to change and does not constitute an expressed or implied contract. Any provision contained in the bulletin may be modified or revoked without notice.</i>
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LAKE HAVASU CITY, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: ANIMAL CONTROL OFFICER

DEPARTMENT: Police	BAND: NE	FLSA STATUS: Non-Exempt
ACCOUNTABLE TO: Police Sergeant	GRADE: 616	REVISED:

CLASS SUMMARY:

Incumbent is responsible for enforcing applicable City codes and ordinances related to the care, control, impounding, and licensing of animals. Duties may include: patrolling city and enforcing violations of animal control ordinances; investigating complaints and explaining legal provisions to owners and complainants; taking custody and transporting animals to the Humane Society; writing reports; issuing citations; testifies in court; and, occasionally bag dead animals for disposal.

DISTINGUISHING CHARACTERISTICS:

The Animal Control Officer is a stand alone classification due to the responsibility of enforcing violations of animal control ordinances.

ESSENTIAL DUTIES:

These duties are a representative sample; position assignments may vary. The job description does not constitute an employment agreement between the employee and the City and is subject to change as needs and job requirements change.

- Patrols the City and responds to citizen calls for services; captures, contains and impounds animals at-large, including sick, injured, and vicious animals; relocates wild animals; investigates animal bite reports; collects and prepares specimens for laboratory analysis.
- Investigates nuisance, animal cruelty, and neglect complaints; interviews witnesses; notifies owners and involved parties of animal violations and corrective actions; writes reports, issues citations, and prepares court documents and testifies in court.
- Investigates request of service for animals running at large, barking and nuisance issues; seizes animals as allowed by Arizona Statutes.
- Transports animals to shelter; picks up and disposes of dead animals; issues cat traps.
- Writes correspondence and reports; processes reports, forms, licenses, fees and files.
- Assists in finding lost pets and reunites them with their owners; assists owners with animal recovery.
- Provides staff support to the Humane Society as required.
- Provides animal related information to the public; responds to questions regarding animal and rabies control issues; assists with vaccination and license clinics.
- Maintains regular attendance.
- Performs other duties of similar nature or level.

KNOWLEDGE (position requirements at entry):

Knowledge of:

- Departmental rules and regulations and applicable Federal, State, and Local laws and ordinances relating to the control, protection, licensing, impounding and disposal of animals.
- Animal breeds and identifying characteristics.
- Animal control principles, methods, techniques, and practices.
- Equipment used in animal control.
- Safe and effective techniques for taking custody of and handling animals.

SKILLS (position requirements at entry):

Skill in:

- Capturing, controlling, containing, and transporting sick, injured and rabid animals.
- Patrolling neighborhoods and identifying animal code violations.
- Identifying animal breeds.
- Determining methods to control animals and safeguard the public.
- Issuing notices and orders.
- Preparing reports and documentation of activities and cases.
- Utilizing public relation techniques in responding to inquiries and complaints.
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

EDUCATION AND EXPERIENCE (position requirements at entry):

High School Diploma or General Education Development (G.E.D.) and six (6) months experience in animal control, law enforcement, veterinary office or animal shelter; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed.

LICENSING AND TRAINING REQUIREMENTS (position requirements at entry):

- Valid Arizona Driver's License of appropriate class.
- National Incident Management System (NIMS) training, based on assignment.
- Ability to pass a background examination.
- National Animal Control Association (NACA) Level II Academy, based on availability of training.

PHYSICAL REQUIREMENTS (position requirements at entry):

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

Incumbent may be subject to work space restrictions, intense noises, travel and deadly weapons.

Very Heavy Work: Exerting in excess of 165 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

CLASSIFICATION HISTORY:

Prepared by Human Resources/Risk Management (smi)

Date: 03/12